

**DelDOT Office of Planning
Development Coordination Section**

Presents

**New Subdivision Review Process
&
Subdivision Manual , Chapter 1 Review**



Overview

- Subdivision Manual Review Meeting Schedule
- Subdivision Core Objectives and Responsibilities
- Key Staff and Their Roles in the Process
- Review Process Changes
- Useful Links
- Things to Come
- Q&A
- 5 Minute Break
- Chapter 1 Review

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Subdivision Manual Review Meetings

- Tentative Schedule
 - 10/28/09: Introduction to New Subdivision Review Process, Subdivision Manual Chapter 1
 - Nov. 19, 2009: Chapter 2 Review
1 to 3:30 pm at DelDOT Admin. Building
(4 to 7 pm - Subdivision Manual Workshop)
 - Dec. 2009: Chapters 3 and 4, Design Issues
One day at PolyTech High School
 - Jan. 2010: Chapter 5, Design Issues
One day at PolyTech High School
 - Feb. 2010: Chapters 6-9, Appendices
TBD

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Development Coordination Section

■ Core Objectives

- Conduct Subdivision and Site Plan Reviews
- Perform Commercial Entrance Reviews
- Participate in the Preliminary Land Use Service (PLUS) Development Review Process
- Manage the Traffic Impact Study Review Process
- Manage the Corridor Capacity Preservation Program
- Coordinate Transportation Issues with Local Land Use Agencies

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Subdivision Responsibilities

- Review and approve all commercial and residential access designs, record plans, construction plans for subdivision streets, and other developer initiated roadway improvements statewide.
- Provide DelDOT's comments to land use agencies for all land development proposals statewide.
- Coordinate development proposals with other State, County, Town agencies and DelDOT sections.
- Manage the land review database and tracking systems for development related road improvements.
- Review and approve the acceptance of developments into the State maintenance system.

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Subdivision Responsibilities

- Support the TIS and CCPP groups with their mission.
- Review and comment on CTP projects, including HEP, HRRR, Pave and Rehab., and TE projects.
- Provide PLUS, TAC, DAC, and RPC comments to the State/Counties/Towns.
- Create Construction Agreements.
- Create Letter Agreements to outline a development's responsibilities for offsite improvements.
- Weekly Updates for the Director of Planning on critical issues.

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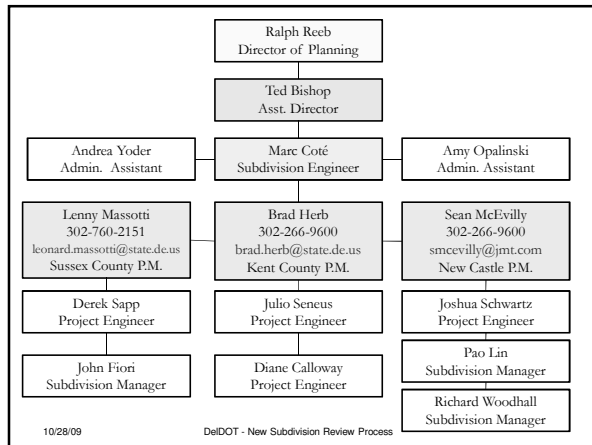
Review Activity 2003-2009

	FY '03	FY '04	FY '05	FY '06	FY '07	FY '08	FY '09
Initial Stage Fee	556	625	643	729	807	706	513
Minors			531	534	540	510	406
Construction Stage Fees	177	153	172	154	175	154	111
Total	733	778	815	883	982	860	624

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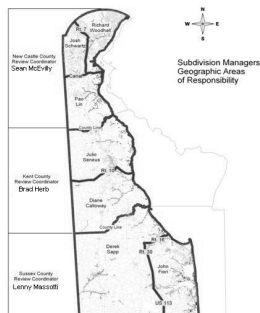
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Geographic Responsibility



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Additional Staff/Sections

- Bill Brockenbrough - Traffic Impact Studies/PLUS Comments
- Todd Sammons - Traffic Impact Studies
- Troy Bestel - Traffic Impact Studies/TIS Scoping
- Charles Altevogt – Corridor Capacity Preservation Program
- Tom Felice - Corridor Capacity Preservation Program
- Sections
 - Traffic
 - Construction Districts
 - Bike/Ped
 - DTC
 - SWM
 - Materials and Research
 - Safety

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Why has the Subdivision Review Process Changed?

- DelDOT Subdivision Review Project
 - Study completed in April 2009 by an outside management consultant
 - Analyzed existing process, analysis questionnaire, interviewed internal and external groups and recommended improvements.
 - Over 75 persons participated in the study
 - Goal is to develop a review process that is efficient and effective; possesses consistency & clarity, and is both transparent and predictable.

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Subdivision Review Process Recommendations of Study

- New Process Driven from Top Down and Bottom Up
 - Steering Committee
 - Secretary and Directors
 - Direct Recommendations Contained in Study
 - Project Improvement Team (PTI)
 - Managers from Subdivisions, Traffic, Quality, Construction Districts & OIT
 - Facilitate Recommendations Contained in Study

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Subdivision Review Process Recommendations of Study

- Developmental Training
 - Internal Training
 - Subdivision Manual Review
 - Design Issues
 - Cross Training
 - Between Sections
 - Subdivision, Quality, Traffic, Construction Districts
 - External Training (w/ Developers & Engineers)
 - New Subdivision Review Process
 - Subdivision Manual Review
 - Design Issues

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Subdivision Review Process Recommendations of Study

- Process Changes
 - Plan Review Meetings
 - Held in each County
 - Internal meeting with other Sections to discuss & resolve project issues prior to sending comments to Developers and Engineers
 - Monitoring /Accountability
 - Identify Frequently made mistakes by Engineers and Reviewers
 - Process Improvement Mechanisms
 - Implement PIT recommendations
 - Improve Consistency and Predictability of Reviews
 - Provide one set of all-inclusive comments to Engineer
 - Use of Review Checklists and Planning and Development Coordination Application (PDCA) to prepare comment letters
 - Subdivision Plan Review Schedules
 - Improve Response Times & Accessibility on Project Related Issues.

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Process Changes (Continued)

- Planning and Development Coordination Application (PDCA)
 - Keep important Project Information in one location (i.e. contacts, location, ADT)
 - Use Checklists to Perform Reviews
 - Standardize Comments to Engineers
 - Track Offsite Improvements and Create Reports
 - Future Enhancements
 - GIS Mapping of Projects and associated Offsite Improvements
 - Mapping Reports
 - TIS Scoping
 - TIS Recommendation Letters

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Process Changes (Continued)

■ Subdivision Plan Review Schedules

■ Subdivision Plan Review Schedules

New Castle County Kent County Sussex County

Submission Deadline	Acceptance Determination	Plan Review Meeting	Comment Letter Mailed
09/29/09	10/07/09	11/04/09	11/11/09
10/13/09	10/21/09	11/18/09	11/25/09
10/27/09	11/04/09	12/02/09	12/09/09
11/10/09	11/18/09	12/16/09	12/23/09

- Subdivision Plan Review Schedules available online in “Doing Business” section at:
<http://www.deldot.gov/public.cjs?command=PublicPlanReviewSchedule>

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Process Changes (Continued)

Submission Deadline	Acceptance Determination	Plan Review Meeting	Comment Letter Mailed
10/27/09	11/04/09	12/02/09	12/09/09

■ Plan Review Timeline

- Week 1: Acceptance Determination (Gatekeeping)
- Weeks 2-4: Internal Review
- Week 5: Comment Consolidation and Plan Review Meeting
- Week 6: Finalize Comment Letter and Mail to Engineer/Developer

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Process Changes (Continued)

■ Improve Response Times

- Review and provide comments on 80% of the plan submittals within 60 working days.
- Review and provide comments on 100% of the plan submittals within 70 working days.
- Return phone calls within 48 hours.
- Return e-mails within 72 hours.

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Subdivision Review Process Recommendations of Study

■ Procedural Changes

- Plan Review Meetings
- Provide Application Status/Improve Communication with Developer/Owner
 - SharePoint
- Establish Pre-Submittal Meetings
- Establish Gate-Keeping to verify submissions are complete
- New Project Manager Position in each County created to Supervise Subdivision Reviewers
- Conduct field visits for all projects early in process
- Centralized submittals and processing of all plans to Subdivision Section in Dover.

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Procedural Changes (Continued)

■ Improve Communication - SharePoint Benefits

- The goal of SharePoint is to aid in providing a predictable, transparent, clear and consistent plan review for each project received in the Subdivisions section
- Statewide rollout of SharePoint is targeted for November 15th
- Electronic submittals/processing of plans
- Upon Acceptance Immediate distribution of plans throughout DelDOT for review
- Automated status emails to internal Reviewers and to Developer and Engineer

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Procedural Changes (Continued)

■ Improve Communication - SharePoint Benefits

- Library of reviewed documents.
- Project tracking and timeline of review data.
- Type and frequency of error by Consulting Engineer reports.
- Many objectives have been implemented in the rollout of SharePoint and future enhancements are planned including online plan submittals, a dynamic project review status website and improved reporting capabilities.

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Procedural Changes (Continued)

■ Pre-Submittal Meetings

- Purpose: To meet with the developer and site engineer prior for formal plan submission.
- Issues to discuss at meeting;
 1. Conceptual site plan
 2. Entrance location(s)
 3. Auxiliary lane requirements at proposed entrances
 4. Frontage road improvements
 5. Basic plan design requirements prior to making a site plan submission
 6. PLUS, DAC, TAC or RPC comments (if completed)
 7. TIS letter recommendations (if applicable)
- Meeting is required if buildout site ADT>200

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Procedural Changes (Continued)

■ Pre-Submittal Meetings (Continued)

- DelDOT must receive the following documents at least two weeks prior to the meeting;
 1. Conceptual Site Plan
 2. List of unit types and number of units
 3. Trip Generation Diagram(s)
- Representatives from Traffic, Construction Districts, Quality and SWM attend the meeting
- Letter outlining entrance and frontage road improvements will be sent to DNREC prior to their pre-application meeting

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Procedural Changes (Continued)

■ Gatekeeping

- Done during Acceptance Determination
- Checklists to be Completed by Engineer and Submitted to DelDOT with Submission
- Subdivision Reviewer Verifies Documents are Submitted
- Gatekeeping Checklists available online in "Doing Business" section at:
<http://www.deldot.gov/public.cjs?command=PublicPlanReviewSchedule>
- Benefits
 - More Efficient and Complete Reviews
 - Fewer Submissions Needed
 - Less Work for Engineers and Review Time for Reviewers
 - Quicker Approvals!

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Top 10 Frequent Errors

1. Proper R/W Dedication
2. Outdated Details
3. Turn Lane Striping
4. Stone Under or Behind Curb
5. Pavement Thickness
6. Bike Lane Requirements
7. Traffic Generation Diagram
8. Shared Use Path Striping and Placement
9. Butt Joint vs. Pavement Tie-in Detail
10. Sidewalk detail

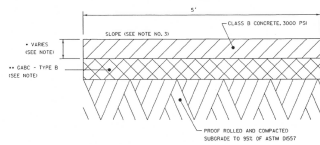
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Top 10 Frequent Errors – No. 10

■ Sidewalk Detail



NOTES:

1. MARK IN 5' SQUARES, USE REMOLDED EXPANSION JOINTS AT INTERVALS NOT GREATER THAN 15'.
2. CONCRETE SIDEWALKS SHALL BE CONSTRUCTED AS PER DELDOT SPECIFICATIONS.
3. SIDEWALK TO BE CONSTRUCTED AT GRADE. SLOPE OF SIDEWALK SHALL BE AT A 1.5% SLOPE WITH A 2% MAX/1% MIN IN ORDER TO ASSURE POSITIVE DRAINAGE.

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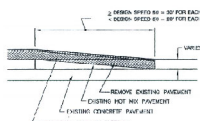
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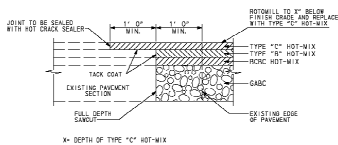
* - STANDARD SIDEWALK SHALL BE 4" THICK. FOR DEPRESSED AND TRANSITION AREA, THE SIDEWALK SHALL BE 6" THICK.
 ** - STANDARD SIDEWALK OF 4" THICKNESS SHALL BE PLACED OVER 4" GABC - TYPE B.
 SIDEWALK FOR DEPRESSED AND TRANSITION AREAS OF 6" THICKNESS SHALL BE PLACED OVER 6" GABC - TYPE B.

Top 10 Frequent Errors – No. 9

■ Butt Joint vs. Pavement Tie-in Detail



BUTT JOINT DETAIL



TYPICAL PAVEMENT TIE-IN DETAIL
 NOT TO SCALE

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Top 10 Frequent Errors – No. 5

■ Pavement Thickness

- Solution – There are minimum and maximum lift thickness for each type of hot-mix, see Fig. 5-25, page 121 Section 5.6 Pavement Sections.
- Thickness of lift of Type C – 1 1/4" – 2"
- Thickness of lift of Type B – 2 1/4" – 3"
- Thickness of lift of Type BCBC – 3" – 6"
- Max. lift thickness of GABC – 8"
- http://www.deldot.gov/information/pubs_forms/manuals/subdivisions/pdf/subdivision_manual_bookmarked_100209.pdf#top_ten_14

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Top 10 Frequent Errors – No. 4

■ Stone Under or Behind Curb

- Clarification – 6" minimum of GABC, Type B under curb and extends 6" behind back of curb. Working with Standards committee to add as a standard. Standard note placed on plans - Under the curb detail, it will need to be shown or noted that the curb is to be placed over 6-inches of GABC – Type B over proof rolled and compacted subgrade, 95 % ASTM D1557. The GABC – Type B will need to extend 6-inches from the back of curb.

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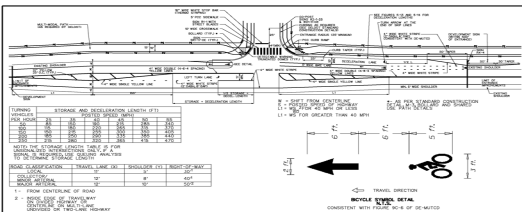
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Top 10 Frequent Errors – No. 3

■ Turn Lane Striping

- Refer to Subdivision Manual - figures 5-9 and 5-11



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Top 10 Frequent Errors – No. 2

■ Outdated Details

- Solution – link to Design Resource Center and latest standard details page.

http://www.deldot.gov/information/pubs_forms/const_details/2008/index.shtml



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Top 10 Frequent Errors – No. 1

■ Proper R/W Dedication

- Solution – Link to functional classification map and chart for dedication based on functional classification.



- Functional Classification Map - http://www.deldot.gov/information/pubs_forms/func_maps/pdf/functional_classification.pdf

- Subdivision Manual – Section 3.6.5 Figure 3-3
Minimum Standards for Total Roadway Right of Way.

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Useful Links

- Doing Business With DelDOT – Subdivisions Section (Forms, checklists, links, misc. info, etc.)
<http://www.deldot.gov/information/business/index.shtml>
- Delaware Stormwater Regulations:
<http://regulations.delaware.gov/AdminCode/title7/5000/5101.shtml>
- Delaware Pollution Control Strategy (NEW)
http://www.dorec.state.de.us/water2000/Sections/Watershed/ws/ib_pcs.htm
- DelDOT Subdivision Manual:
http://www.deldot.gov/information/pubs_forms/manuals/subdivisions/pdf/standards_and_regulations_031108.pdf
- DelDOT Road Design Manual:
http://www.deldot.gov/information/pubs_forms/manuals/road_design/index.shtml
- ES2M Design Manual:
http://www.deldot.gov/information/pubs_forms/manuals/es2m/index.shtml
- Erosion & Sediment Control Handbook, Green Technology BMP's, DURMM Program Guide:
<http://www.swc.dorec.delaware.gov/Pages/SedimentStormwater.aspx>
- Standard Construction Details:
http://www.deldot.gov/information/pubs_forms/const_details/index.shtml
- Model Plans (Highway/Offsite Improvement Plan)
<http://www.deldot.gov/information/business/drc/modelplans.shtml>

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Things to Come

- Online Plan Submittals
- Dynamic Review Status Website
- First Revision to Subdivision Manual
 - Workshop on Nov. 19th from 4 to 7 pm at DelDOT Administration Building
- PDCA
 - Improved Reporting Capabilities
 - GIS Mapping Enhancement
 - TIS Scoping
 - TIS Recommendation Letters

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Q & A

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